



## State of Vermont

### Department of Libraries Agency of Administration

109 State Street  
Montpelier, VT 05609-0601  
Telephone: 802-828-3261  
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#### FY2002 MINIMUM STANDARDS APPLICATION General Instructions

1. Please complete the pink 2001 Public Library Report first. You will use the figures on the report to complete your library's standards application. The information should be for your library's last completed fiscal year, which may have ended as early as Dec. 31, 2000. *Please be sure to attach a copy of your library's annual report from your town, city or village report.*
2. Because this is a transition year, libraries may meet either the 1986 or the 1998 standards. Even if your library doesn't meet the 1998 standards this year, we encourage you to fill out and return the application form so that we may help you meet them over the coming year. The application form based on the 1986 standards is green; the 1998 blue. "Envisioning Excellence" libraries may dispense with both 1986 and 1998 forms and fill in only the "fast track" (buff) form.
3. Returning the "Suggestions for Further Development" checklist (white) is *purely optional*, but we welcome the opportunity to help you meet these items as well.
4. Use the 2000 census figures for your municipality's population when calculating per capita. If more than one municipality supports your library financially, add all populations of supporting towns together. If your municipality is served by more than one library, discuss the population figure with Marianne Kotch (828-2320) if you haven't already done so.
5. Completed forms should be signed by the librarian and trustee chairperson. Make a copy for your files, and return the application(s) and Public Library Report by November 1, 2001 (postmark date), to Marianne Kotch, Dept. of Libraries, 109 State St., Montpelier, VT 05609-0601, along with any of the following *not already filed* with the Department of Libraries:
  - ☐ The library's ADA self-evaluation and transition plan (1998 standards only)
  - ☐ Written procedures for patron safety (1998 standards only)
  - ☐ Sample publicity and promotional materials
  - ☐ Library policies, including:
    - ☐ statement of purpose (mission)
    - ☐ affirmation of principles of intellectual freedom
    - ☐ confidentiality of library records
    - ☐ collection development guidelines
    - ☐ personnel
    - ☐ nondiscrimination (1998 standards only)
  - ☐ Job descriptions and performance evaluation instruments
  - ☐ Library board by-laws (1998 standards only)
  - ☐ The library's long range plan (1998 standards only)
  - ☐ Anything else you feel supports the application
6. If you have any questions or need extra copies of forms, please don't hesitate to call Marianne Kotch at the Department of Libraries, 828-2320.